

**DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES**



**BRIAN SCHWEITZER
GOVERNOR**

**JOAN MILES
DIRECTOR**

STATE OF MONTANA

www.dphhs.mt.gov

Dear Mental Health Center Applicant;

Per your request, enclosed are the Mental Health Center administrative rules and application form. Also enclosed is a Policy and Procedure Checklist which may assist you in preparing your application..

Please complete the application and return it to:
Beal Mossman, Mental Health Center Facility Surveyor
DPHHS/Quality Assurance Division/Licensure Bureau
2121 Rosebud Drive, Suite D,
Billings, MT 59102.

After receipt of the application, the licensure bureau will conduct an initial inspection of the facility within 45 working days, per MCA 50-5-204. The facility's policies and procedures, which correspond to the regulations, are considered part of the application materials and must be submitted for review before the on-site inspection.

Thank you for your inquiry, if you have any questions or need assistance during the licensure process please contact Beal Mossman at 406-655-7624 or me at 406-563-3448 extension 222.

Respectfully,

Julie Fink
Licensing Program Manager
Licensure Bureau

Roy Kemp, Chief
Licensure Bureau
Quality Assurance Division

Enclosures

MENTAL HEALTH CENTER - POLICY AND PROCEDURE CHECKLIST

ARM 37.106.1907 Organizational Structure

1c	Orientation and training procedures for all employees including new employees, relief workers, temporary employees, students, interns volunteers, and trainees.	
1di	Policy and procedure defining the responsibilities, limitations, and supervision of students, interns, and volunteers.	
1dii	Policy and procedure for verifying professional staff member's credentials when hired, and thereafter, to ensure the continued validity of required licenses.	
1diii	Policy and procedure for client complaints and grievances including opportunity for appeal and informing client of advocacy organizations.	
1e	Organizational chart.	
1f	Procedure for completing for incident reports including maintaining incident report file.	

ARM 37.106.1908 Mental Health Center Policies and Procedures

1	Maintain a policy and procedure manual. The manual must be reviewed and approved, at least annually, by the medical director and administrator.	
1a	Procedure for notifying staff of all changes in policies and procedures.	
1b	Procedure for informing client of their rights.	
1c	Procedure for addressing and reviewing ethical issues and reporting ethics violations to applicable professional licensing authorities.	
1d	Procedure for informing clients of the policy and procedure for client complaints and grievances.	
1e	Procedure for initiating services to clients.	
1f	Procedure for informing clients of rules governing their conduct and the types of infractions that can result in suspension of discontinuation of services.	
1g	Procedure for suspending or discontinuing program services to clients per standards.	
1h	Procedure for referring clients to other providers or services the Center does not provide.	
1i	Procedure for conducting quality assessment and improvement activities.	
2	Procedure for providing Representative Payee services per standards.	

ARM 37.106.1909 Clinical Records

3	Procedure for maintaining and organizing clinical records per standard.	
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ARM 37.106.1915 Client Assessments

3	Procedure for maintaining a current list of provider who accept clients for assessment services not provided by the center.	
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ARM 37.106.1919 Quality Assessment

1a	Procedure for conducting client satisfaction surveys.	
1b	Procedure for reviewing incident reports, grievances, complaints, medication errors, and the use of seclusion and/or physical restraint per standards.	

ARM 37.106.1927 Emergency Procedures

1a	Emergency evacuation procedures.	
1b,c	Procedure for contacting emergency responders and other mental health center staff in emergency situations.	

ARM 37.106.1935 Child and Adolescent and Adult Intensive Case Management

2e	Policy and procedure addressing the independence of the intensive case manager and intensive case management program per standards.	
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ARM 37.106.1936 Child and Adolescent Day Treatment Program

2g	Policy and procedure regarding the use of time-out and seclusion per standards.	
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ARM 37.106.1938 Mental Health Group Home

5b	Procedure to increase staff coverage as needed.	
5c	Procedure to access 24 hour emergency mental health care.	
5e	Admission criteria.	
5f	Procedure for assessing resident group home needs per standard.	
7	Policies and Procedure for handling day-to-day operations.	
11	Procedure for documenting discharge arrangements per standard.	

ARM 37.106.1945 Crisis Telephone Services

2d	Policy and procedure governing in-person contacts between crisis responders and crisis callers per standards.	
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ARM 37.106.1946 Crisis Intervention and Stabilization Facility

3i	Procedure to increase or decrease staff coverage as indicated by resident need.	
3ki	Policy and procedure for completing a medical screening and establishing medical stabilization, prior to admission.	
3kii	Policy and procedure to be followed should residents, considered to be at risk for harming themselves or others, attempt to leave the facility without discharge authorization from the licensed mental health professional responsible for their treatment.	
3kiii	Procedure for the secure storage of toxic household chemicals and sharp household items such as utensils and tools.	

ARM 37.106.1950 Medication Management Services

3	Medication management policies and procedures in mental health center policy and procedure manual per standards.	
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ARM 37.106.1955 COMPREHENSIVE SCHOOL AND COMMUNITY TREATMENT PROGRAM (CSCT)

2	The licensed mental health center's CSCT program must have written admission and discharge criteria.	
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ARM 37.106.2001 to 37.106.2018 FOSTER CARE FOR ADULTS WITH MENTAL ILLNESSES

2	Foster Care for Adults With Mental Illnesses policies and procedures in mental health center policy and procedure manual per standards.	
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